

27 November 1957

## MEMORANDUM FOR RECORD:

SUBJECT: Inquiry RE Status of Recommendations in Study: "Admin/  
Support Workload in Small Stations and Bases."

1. On 20 Nov 57, [ ] asked me to phone [ ] Office of the SSA/DDS regarding the status of two recommendations in subject study. [ ] was on leave the remainder of the week but I gave him the information upon his return, 25 Nov.
2. The first inquiry had to do with the recommendation to the effect that all support components review the current status of reports listed in a separate tab to the study; then advise Mgt. Staff of any necessary revisions so that an up-to-date report publication may be issued for the information and guidance of field stations. I advised [ ] that no replies had been received to the above recommendation, probably due to the fact that when the study was distributed by the DD/S no specific action was required. He stated that he believed such a listing would be very beneficial to field stations, and plans to send a memorandum to the support components requesting that they carry thru on the reports recommendation.
3. The second inquiry from [ ] had to do with the dispatch test form. Our recommendation was that user components furnish their comments relative to the test form as soon as possible so that printing of a finalized form for world-wide use could be expedited. [ ] wished to know if the form had been tested by all components; I advised him that only FE, EE, and the Support Components, including Commo, were included in the test. Informed [ ] that based upon the results of the test, a revised dispatch form has been devised and concurred in by the DD/P. The new form contains a number of additional features which should save much time. Specifications for the new form were forwarded to the Office of Logistics for processing on 19 Nov. Because of the time involved in obtaining bids, making awards, etc., it is estimated that the new form will not be in world-wide use until approximately 1 May 1958. [ ] stated that he felt the field should know about this new improvement. When I mentioned the Support Bulletin, he thought this would be an excellent means and asked me to carry through with the idea. I told him I would discuss the matter with the appropriate members of Mgt Staff for their consideration.

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4. Relayed the above information to Messrs. [redacted]

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[redacted] wish to hold off on the article for the Support Bulletin until the printing date for the new dispatch form is firmly established between the Office of Logistics and the contractor. It is believed that publication of an article well in advance of the arrival of the new form would create disappointment. The DD/P, of course, will be responsible for replacing the existing regulations on the preparation of dispatches to tie in with the improved form.

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Copies to:

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